

**Commerce & Trade Action Team**  
**Meeting Notes**  
**January 30, 2004**

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**Attendance** Regine Beauboeuf, Mickey Blashfield, Ken Dobson, John Friel, Susan Gorski, Phil Kazmierski, Tony Kratofil, Pauline Misjak, Tonia Ritter, John Stoker, Bob Johnson, and Henry King

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**Meeting Overview**  
*(25 words or less)* Bob Johnson, Moderator provided the purpose and vision for the Action Team. Team developed their Operating Charter, roles & responsibilities, and meeting format. Meeting dates and agenda for the first meeting were determined

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**Meeting Notes**

1. Purpose and vision of the Action team was shared
2. Operating Charter, Roles and Responsibilities, and meeting format were developed. (see Operating Charter document)
3. Bob Johnson will be the Moderator.
4. John Stoker will provide the administrative support.
5. Meeting dates, times, and locations were determined (see below)
6. Actions Items and Agenda Items for the next meeting were determined. (See below)

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**Action Items**

1. Identify current efforts or actions taken by other groups/Councils.
2. Identify who else needs to be part of this group.
3. All Team Members will review the operating charter.
4. All Team Members will begin reviewing issues, goals, and actions and think about what needs to be done to implement the items.

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**Proposed Agenda Topics For Next Meeting**

1. Re-connect with and discuss all issues/goals/actions identified; determine drivers and relationships with respect to the actions.
2. Begin brainstorming potential to carry out actions.
3. Begin prioritizing list of brainstormed items.
4. Discuss who else needs to be part of group and determine contact assignments.
5. Draft agenda for next meeting.
6. Post critique of the meeting.

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**Next Meeting Dates**

1. Wednesday, February 25, 2004  
12:30-4:30pm,  
Farm Bureau West Conference Room, 7373 West Saginaw Hwy, Lansing

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2. Friday, March 5, 2004  
12:30-4:30pm Aeronautics Auditorium, 2700 Airport Services Drive,  
Lansing

Full schedule will be developed in February.